

**Michigan Supreme Court  
State Court Administrative Office  
309 N. Washington Square, P.O. Box 30048  
Lansing, Michigan 48909  
(517) 373-2222 TEL  
(517) 373-2112 FAX  
Email [Ferryj@Jud.state.mi.us](mailto:Ferryj@Jud.state.mi.us)  
John D. Ferry, Jr., State Court Administrator**

## **M E M O R A N D U M**

**DATE:**           **October 29, 1999**

**TO:**             **District and Municipal Court Chief Judges and Court Administrators  
District and Municipal Court Software Vendors**

**FROM:**          **John D. Ferry, Jr.**

**SUBJ:**          **Administrative Policy Memorandum 1999-12; Drunk Driving Caseflow Assistance  
Fund - Reporting Change**

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The Drunk Driving Caseflow Assistance Fund formula was changed by 1999 Public Act 73. [MCL 257.625h] The purpose of the Fund is to promote the timely disposition of cases in which the defendant is charged with a violation of certain state laws or substantially corresponding local ordinances relating to operating under the influence of alcohol or controlled substance. The Fund is distributed based upon the number of cases reported by the courts individually in relationship to the total number of cases reported throughout the state.

A **draft** revised report, Summary of Drunk Driving and Drug Cases, SCAO-24, is enclosed. The form contains the PACC numbers and related offense descriptions for cases filed during 2000 which are eligible for reimbursement. All District and Municipal Courts will be required to file this report with the State Court Administrative Office when notified in early 2001. **Do not** use this draft form for reporting. SCAO will send you a form to submit at the appropriate time.

The change to the formula was effective October 1, 1999. However, because we anticipate very few license reinstatement fees going into the fund from these new offenses before 2000 we will not disburse payment for any of the newly included offenses occurring between October 1 and December 31, 1999. Therefore, any modifications made to software tables to flag new offenses as being reimbursable should not be effective until January 1, 2000 for cases filed with the court after that date.

**District and Municipal Court Chief Judges and Court Administrators**  
**District and Municipal Court Software Vendors**  
**Administrative Policy Memorandum 1999-12; Drunk Driving Caseflow Assistance Fund-Reporting Change**  
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All courts must be able to provide case detail in the event of an audit of previous year case filings. Automated courts which purge cases on an annual basis should generate a case detail before purging.

Please contact James Covault or Sandi Hartnell at (517) 373-7498 if you have questions regarding the new offenses and reporting changes.

attachments

cc: Court Administrators  
Regional Administrators  
James Covault

E:\email\drunkdriving  
October 13, 1999

**SUMMARY OF DRUNK DRIVING AND DRUG CASES**

MAIL TO: State Court Administrative Office - Administrative Services Division - PO Box 30048 - Lansing, MI 48909

Court number	Court name or location	Funding Unit	Reporting Year
Name of preparer		Title or position	Telephone number

**IMPORTANT:** Read the instructions below and on the back of this summary. The instructions will aid you in collecting the data necessary to provide this summary and in compiling reports for potential auditing by the State Court Administrative Office.

District and Circuit Courts	District	Circuit Criminal (adult)	Circuit Family (juvenile)
<b>Drug Case Information Management Fund (MCL 257.323d)</b>	<u>Total # of Counts Filed</u>	<u>Total # of Counts Filed</u>	<u>Total # of Counts Filed</u>
District and Municipal Courts			
<b>Drunk Driving Caseflow Assistance Fund (MCL 257.625h)</b>	<u>Total Number of Cases Filed</u>		

**Instructions for Data Collecting and Reporting**

Both manual and automated courts must be able to provide case detail in the event of an audit of previous year case filings.

- Manual courts must maintain an audit log or be able to retrieve data from an existing index or other documents. Required data includes:

Field 1	Case Number followed by Case Type Code
Field 2	Defendant/Juvenile Name (last, first, middle)
Field 3	Count Number
Field 4	PACC Code or Offense Description

- Automated courts must provide a report in the following format:

Field 1	Case Number followed by Case Type Code
Field 2	Defendant/Juvenile Name (last, first, middle)
Field 3	Offense Date
Field 4	Count Number
Field 5	Offense Description
Field 6	Complaint (filing) Date
Field 7	Date of Entry on computer system

This report should list entries in numerical sequence by case number in ascending order. If there are multiple counts per case they should be listed in ascending order as well.

**NOTE:** Automated courts which purge cases on an annual basis should generate case detail before purging.

**Drug Case Information Management Fund** (to be provided by district and circuit courts, both adult and juvenile)

Report in this category all **counts** charging a defendant/juvenile with a drug offense under the following:  
MCL 333.7401 through MCL 333.7416, MCL 333.7453 through MCL 333.7455, and MCL 333.17766a.

**Drunk Driving Caseflow Assistance Fund** (to be provided by district and municipal courts only)

Report under this category all **cases** charging a defendant with a violation of either MCL 257.625(1) or MCL 257.625(3) which include: (see other side for PACC Codes and offense descriptions)

<u>PACC Number</u>	<u>Description</u>
257.6251-A	Operating - OUIL/Per Se
257.6252-A	Operating - Allowing intoxicated person to operate motor vehicle
257.6253-A	Operating - OWI (Impaired)
257.6254	Operating - Under the Influence causing death
257.6255-A	Operating - Under the Influence causing incapacitating injury
257.6256-A	Operating - Minor with BAC of .02-.07%
257.6257A1	Operating - OUIL, Occupant less than 16
257.6257B1	Operating - Minor with any BAC, Occupant less than 16
257.6259B	Operating - Allowing intoxicated person to operate motor vehicle - causing death
257.6259C	Operating - Allowing intoxicated person to operate motor vehicle - causing serious injury
257.625M1	Commercial Motor Vehicle - Operating with a BAC between .04-.07%
324.801761	Marine Safety - OUIL/Per Se
324.801762	Marine Safety - Allowing intoxicated person to operate a vessel
324.801763	Marine Safety - OWI (Impaired)
324.801764	Marine Safety - OUIL/Per Se causing death
324.801765	Marine Safety - OUIL/Per Se causing incapacitating injury
324.81134	ORV - OUIL/Per Se
324.811341	ORV - OUIL
324.811342	ORV - BAC .10% or more
324.811343	ORV - Allowing intoxicated person to operate
324.811347	ORV - OUIL causing death
324.811348	ORV - OUIL causing serious injury
324.811351	ORV - OWI (Impaired)
324.821271	Snowmobile - OUIL/Per Se
324.821272	Snowmobile - Allowing intoxicated person to operate
324.821273	Snowmobile - OWI (Impaired)
324.821274	Snowmobile - Operating under the influence causing death
324.821275	Snowmobile - Operating under the influence causing incapacitating injury